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Copy 5 of 10

29 November 1966

Rick - Action?

MEMORANDUM FOR: See Distribution

SUBJECT: Vital Material Inventory - Vital Functions Update

Your attention is invited to the attached memorandum, same subject. Request each office review for requirements and have reference material available for a meeting following the 0845 D/O Meeting on Thursday, 1 December, at which time the D/O/OSA information will be finalized.

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Lt. Colonel, USAF
Assistant Deputy for Operations, OSA

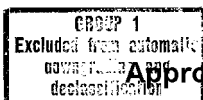
Attachment - 1
As stated

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AD/O/OSA/bm(29 Nov 66)
Distribution:

- 1 - SAS/OSA
- 2 - COMMO/OSA
- 3 - OXC/OSA
- 4 - ID/OSA
- 5 - INTEL/OSA
- 6 - WS/OSA
- 7 - CC/OSA
- 8 - D/O/OSA (w/o att)
- 9 - RB/OSA (w/o att)
- 10 - ADP/OSA



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28 NOV 1966

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MEMORANDUM FOR: See Distribution

SUBJECT : Vital Material Inventory - Vital Functions Update

1. General

a. Definition

- (1) Vital materials and/or vital positions are those documents and functions that are essential to reconstitute the operations of OSA/DD/S&T in the event of a nuclear attack or disaster which precludes operations at Headquarters.

2. Requirement

- a. An updated list of vital materials for OSA is to be compiled and submitted to the CIA Records Administration Office. See Attachment I - Present Inventory.
- b. In addition to the vital materials list, a list of those Headquarters staff positions necessary to perform the vital functions to sustain operations is to be included.

3. Responsibility

a. Functional Elements/OSA/DD/S&T

- (1) Each functional element is asked to review its inventory of documents on file at the Vital Records Center to ascertain if it complies with 1 a 1. (Attachment I).

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- (2) In addition, it is requested that any changes in the Attachment, along with a list of Vital Staff Positions, be submitted to Compt/OSA/DD/S&T within five days for coordination, consolidation and transmittal to CIA Records Administration Office.

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JOHN PARANGOSKY

Deputy Director of Special Activities

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MARD/COMPT/OSA [REDACTED]:lsf/7761 (22 Nov 66)
Distribution:

- Cy 1 - Compt/OSA
- 2 - Compt/OSA (chrono)
- 3 - DD/SA
- 4 - D/R&D/OSA
- 5 - D/M/OSA
- 6 - D/O/OSA
- 7 - RB/OSA

Series B Distribution:

- 1 - SAS/OSA
- 2 - COMMO/OSA
- 3 - OXC/OSA
- 4 - IDEA/OSA
- 5 - INTEL/OSA
- 6 - WS/OSA
- 7 - CC/OSA
- 8 - ADP/OSA

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I. Present Inventory

A. Major Categories

1. Policy Directives and Plans
 - a. CIA/SAC Agreement - SAC Operations Order 1009
CHALICE EWP Operational Plan
2. Liaison Agreements with other government Agencies
 - a. Support of CIA in peacetime (TAB 6) TS-52262/1
 - b. Air Force support of Project AQUATONE
TS-103292/A - dated 25 March 1955

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B. General Operational Guidance

1. Cryptic Reference Files
2. Reports Control Manuals - Manuals used in generating mission message formats for planning, directing and controlling data between Project Headquarters, the detachments and support units.
 - a. Operation
IDEALIST-1414-64-Cy 2
 - b. OXCART-8348-Cy 29, OXCART-8288-Cy 5

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C. Operational Support

1. Lists of Special Contracts - This list consists of the following:
 - a. Contract number
 - b. Company
 - c. Status of Funds - Each FY
 - d. Total amount of Contract
 - e. Total amount by Company

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